

28 OCTOBER 1994



Financial Management

**APPROPRIATED FUND SUPPORT OF
MORALE, WELFARE, AND RECREATION AND
NONAPPROPRIATED FUND
INSTRUMENTALITIES**

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This instruction implements AFPD 65-1, *Management of Financial Resources and Services*, DoD Directive 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, May 12, 1989, and DoD guidance that is contained in the list of references at attachment 3. It provides financial guidance on using appropriated funds (APF) for morale, welfare, and recreation (MWR) programs and nonappropriated fund instrumentalities (NAFI) throughout the Air Force. It applies to all individuals who review, approve, or use appropriated funds for support of MWR and NAIs. Commands may not change the guidance and procedures in this instruction. Submit all supplements to SAF/FMPB for approval before issuance.

SUMMARY OF REVISIONS

This is the initial publication of AFI 65-106. It replaces AFR 172-1, Vol. 1, Chapter 11, 15 December 1986, and AFR 215-5, 26 September 1986.

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Chapter 1

GENERAL GUIDANCE

1.1. Scope. This instruction provides Air Force financial guidance on appropriated fund (APF) support to morale, welfare, and recreation (MWR) and supplemental mission fund programs (Lodging Fund and Fisher House Fund) and activities. **NOTE:** For information regarding nonappropriated fund (NAF) support, classification and operations of MWR activities see AFI 34-201. In cases of apparent conflict with other Air Force instructions on using APFs to support MWR, this instruction takes precedence. In the event of conflict with other instructions, submit to higher authority for resolution.

1.1.1. Personnel Authorization. Additional personnel authorizations or requirements must not be programmed or allocated based on implementing guidance in this instruction.

1.1.2. Procurement. Individuals don't normally use APFs to procure goods and services from a non-appropriated fund instrumentality (NAFI). However, there may be circumstances (no other sources available or for official functions, etc.) where procurement from a NAFI may be necessary. NAFIs, in such circumstances, can be a contractor for needed goods and services as long as such purchases are processed on sole source basis in accordance with existing procurement directives. (See para 10.9)

1.2. Objective. The Air Force promotes and provides a well-rounded MWR program to ensure the mental and physical well-being of its personnel. Adequate facilities should be provided, operated, and maintained through financial support provided from APFs as authorized by law and this instruction, and within the limits imposed by the availability of resources. Depending upon the category, some MWR activities may be fully supported with APFs, and others with a combination of APFs and NAFs.

1.3. Comptroller Responsibilities. The Air Force Financial Management/Comptroller and Services offices must aggressively manage APF support of MWR activities.

1.3.1. The Comptroller community must coordinate, develop procedures for and provide financial oversight and guidance to commanders and services functional managers on using APFs to support MWR activities within the limitations established by the Congress, the Secretary of Defense, and the Secretary of the Air Force.

1.3.2. The Comptroller's office must assure obligations are accurately reported in accordance with funding limitations and Air Force guidance stated in this instruction.

1.4. Categories of MWR Activities. MWR activities are grouped into three categories, Category A, "Mission Sustaining;" Category B, "Basic Community Support Activities;" and Category C, "Revenue-Generating Activities." When the support categories were established, DoD placed emphasis on the activity rather than the facility. The key to determining the proper support Category is the activity and not a facility. A facility may house several different activities with each classed in a different support category. **NOTE:** See Figure 2.1 for a list of MWR activities by Category.

1.5. Direct Support. Field organizations must control and report direct costs in support of MWR activities. **NOTE:** See Figure 1.1 for a general list of direct cost elements.

1.6. Indirect Support. Indirect support which does not require hiring additional APF personnel or securing additional services must not be reported. Indirect support costs must be identified and reported by the Deputy Assistant Secretary for Plans, Programs and Analysis (SAF/FMP). **NOTE:** See Figure 1.2 for a general listing of indirect cost elements.

1.7. Reimbursing Expenses.

1.7.1. Reimbursing APF Expenses. Field activities may use authorized reimbursement programs where the receipt of an order creates a fund resource available for obligation to provide services to MWR activities on a reimbursable basis. Bases must identify materials, services, or salaries in advance and establish a reimbursable order for the amount to be paid to APFs from NAFs. See AFI 65-601, Volume 1, for reimbursement procedures.

1.7.2. Reimbursement of NAF Expenses. APF reimbursement of NAF expenses is prohibited. To avoid NAF losses, expenses should be paid from APFs where authorized. APFs may be used to contract with Category C activities for official functions on a sole source basis to the extent authorized by existing procurement directives. **NOTE:** Payments made to a NAFI for these contracts are not treated as reimbursement of NAF expenses.

Figure 1.1. Direct Cost Elements.

- Military Personnel*
- Civilian Personnel*
- PCS Travel
 - Military**
 - Civilian
- TDY Travel
- Transportation of goods
- Utilities
- Facility Rents and Leases
- Equipment Maintenance
 - Contracted
 - In-house
- Minor Construction (and related contract or in-house incremental A&E costs)
- Aircraft Petroleum
- Ship POL
- Other Supplies
- Equipment
- Capital Expenditures
- Purchases from Defense Business Operations Fund (DBOF)***

- Purchased Services
 - Custodial and Janitorial Service
 - Linen Service
 - Other Purchased Services
- Printing and Reproduction
- Communications-Computer Systems
 - Software Acquisition
 - Equipment Acquisition
- Maintenance for MWR Requirements

*Not reported if support to MWR is less than 25 percent of assigned duties.

**Included in military pay standard rates.

***Could be indirect based on the type of service provided.

Figure 1.2. Indirect Cost Elements.

Reported at HQ USAF

- Communications - Electronic
- Civil Engineering - Maintenance and Repair
- Data Automation (Information Processing Center)
- Refuse Collection and Disposal Services

Classified as Common Support and Not Reported or Requiring Reimbursement From NAFs

- Audit Support
- Education and Training (APF Employees)
- Information Processing
- Financial Management (Comptroller Staff)
- Legal Services
- Contracting
- Fire Protection
- Security Police
- Pest Control (excludes specialized pest control for golf course grounds maintenance)
- Snow Removal
- Inspection and Safety
- Medical and Veterinary
- OSI

Architectural and Engineering (does not include construction
or when no additional manpower is required)

Postal

Motor Pool Provided Transportation

Traffic Management Office

Sewage Disposal

Chapter 2

CLASSIFICATION OF ACTIVITIES

2.1. Classification of Activities. MWR activities are classified into three categories for determining the source of funding support authorized for each. NOTE: See Figure 2.1 for a list of MWR activities.

2.1.1. Category A, Mission Sustaining Activities. These are programs that are absolutely essential to the military mission and must be provided in all but the most extenuating conditions. Consequently, they must be authorized to receive maximum APF support. They have the least capacity to generate revenue. The Air Force goal is 100 percent APF support where authorized in Category A activities. Common support activities such as Resource Management Flight (RMF) and Human Resources Office (HRO), are grouped in Category A for reporting purposes only. APF support is based on the functions performed by these activities. For example, APF support is not authorized for personnel administration of NAF employees, or for accounting for NAF resources.

2.1.2. Category B, Basic Community Support Activities. These activities are closely related to Category A and are essentially community support programs with the capacity to generate some NAF revenue and may be provided substantial support from APFs. This Category includes essential MWR activities that provide a fundamental core of the MWR programs at Air Force Bases. Air Force goal for APF support of category B activities is 50 percent of direct costs.

2.1.3. Category C, Revenue-Generating Activities. Category C activities have the highest capacity to generate revenue and are considered self-sustaining, capable of funding most expenses. Category C activities are considered desirable to the military community and make major contributions to mission accomplishments and personnel recruitment and retention. Category C activities are authorized indirect APF support but are not authorized direct APF support. EXCEPTIONS: Direct APF support is authorized to correct health and safety deficiencies and authorized exemptions for overseas and designated remote and isolated locations. NOTE: See Figure 2.1 for a general list of MWR activities by category.

2.2. Supplemental Mission Support NAF Activities. These are not MWR activities, but NAF activities which are established to provide supplemental funding to official mission areas that are primarily supported from APFs. Several mission activities have NAFIs to collect and disburse NAFs for personal services and other expenses. Supplemental mission support funds (previously classified as Category VIII) are Category C, Supplemental Mission Support Funds. Examples include the lodging fund, Fisher House Fund, in-flight meal service and the U.S. Air Force Academy Athletic Association. Supplemental mission support NAFIs receive almost no APF support, since the NAFI only supplements an official mission. Rules for APF support for Category C apply to the supplemental mission support NAFIs. The only APF support reportable for these activities for MWR purposes would be the APF support to the NAFI. APF support for the official mission must not be reported as support to MWR, e.g., lodging facility.

2.3. Concessions and Resale Activities. Classify Snack bars, soda fountains, health bars, recreation equipment rental, arts and craft resale, and other concessions whether standing alone or collocated with Category A or B activities as Category C activities for determining APF support. As an example, while equipment issue operations are considered Category B, collocation of this function with the recreation equipment rental activity does not negate requirements for utility reimbursement or authorize additional APF support for equipment rental. In particular, utility costs for Category C functions must be paid with

NAFs, except for overseas and designated remote and isolated locations, unless waived under provisions of AFR 177-102. Follow the procedures in AFI 32-1061 (formerly AFR 91-5) to estimate utility consumption when meters are not used for the Category C functions in the facility. **NOTE:** See Figure 2.2 for a list of these activities.

2.4. AAFES Activities. Generally, APF support may be provided AAFES activities at the same level as that provided to MWR Category C activities. **EXCEPTION:** AAFES pays for refuse collection and disposal services provided at CONUS locations.

Figure 2.1. Categorization of MWR Activities.

CATEGORY A - MISSION SUSTAINING ACTIVITIES

Armed Forces Professional Entertainment Program Overseas

Gymnasium, Physical Fitness, Aquatic Training, and Aerobic Studios

Libraries

Parks and Picnic Areas

Recreation Centers/Rooms

Sports and Athletics (self directed, unit level, intramural)

Unit--Level Programs and Activities

Isolated, Deployed, and Free Admission Motion Pictures

Common Support Services (for reporting purposes only)

RMF (not related to resale)

Executive Control and Command Supervision (ECCS)

Procurement (not related to resale)

MWR Logistics (not related to resale)

Human Resource Office

Marketing

Indirect Support (reported by SAF/FMPB)

CATEGORY B - BASIC COMMUNITY SUPPORT ACTIVITIES

Arts and Crafts Skill Development

Automotive Crafts Skill Development

Child Development Centers (excludes family day care)

Entertainment (music and theater)

Recreational Swimming Pools

Sports Programs (above the intramural level)

Youth Activities

Stars and Stripes (Not bookstores or newsstands)

Bowling Centers (12 lanes or less)

Marinas Without Resale or Private Boat Berthing

Recreational Information, Tickets and Tours Services

Cable Television

Outdoor Recreation Equipment Loan Operations

CATEGORY C - REVENUE-GENERATING ACTIVITIES

Aero Clubs

Amusement Machine Locations and Centers

Animal Care Funds

Armed Services Exchange and Related Activities (includes package stores)

Armed Forces Recreation Centers (accommodation and dining and resale facilities)

Audio and Photo and Other Resale Activities

Bingo

Bowling Centers (over 12 lanes)

Cabins, Cottages, Cabanas, Recreational Guest Houses and Famcamps

Catering

Golf Courses

Marinas and Boating Activities with Resale or Private Boat Berthing

Motion Pictures (paid admission functions)

Motorcycle Clubs

Parachute and Sky Diving Clubs

Rod and Gun Clubs

Skating Rinks

Skeet/Trap Ranges

Snack Bars/Soda Fountain/Health Bars

Riding Stables

Unofficial Commercial Travel Services

Clubs (Officer, NCO, Enlisted, Airmen or Consolidated)

MWR Equipment Rental Operations

Other Resale Activities and Services

Supplemental Mission Support Funds (for example, Lodging Fund, Fisher House Fund, and AFA Athletic Association Fund)

Resource, Recovery, and Recycling Program (RRRP)

Stars and Strips Bookstores and Newsstands

Miniature Golf

Figure 2.2. Category C Activities Collocated in Categories A and B Facilities.

Recreation Equipment Rental Operations

Boat Rental

Charter Boats

Concessions

Snack Bars

Soda Fountains

Cafe

Health Bars

Arts And Crafts Resale

Pro Shops

Amusement Machine Rooms

Bingo And Unofficial Travel Offices

Other Resale Activities

Chapter 3

REMOTE AND/OR ISOLATED LOCATIONS

3.1. Level of Appropriated Fund Support. Category C activities at approved remote and isolated locations are generally authorized Category B level APF support.

EXCEPTION: Don't provide Category B level APF support for:

- Equipment and supplies for AAFES.
- Equipment utilized for generating revenue, or for providing a paid service, (such as, point of sales systems, bowling center pinsetters, scoring systems, golf carts, amusement machines, slot machines, horses, airplanes, and guns).
- Additional telephone service above that authorized for Category C activities at other locations.

NOTE:

See Figure 3.1 for a list of Air Force remote and/or isolated locations approved by Congress.

3.1.1. The level of APF support is based upon availability of resources at each base. **NOTE:** Attachment 1 provides additional guidance for APF support of remote and/or isolated locations.

Figure 3.1. Remote and Isolated Locations Approved by Congress.

<u>HO USAFE</u>	<u>HO PACAF</u>	<u>HO ACC</u>	<u>HO AFSPC</u>
All Spain	All Korea	All Panama	Thule
All Turkey	All Japan	Holloman	Woomera
All Italy (except Vicenza)	All Guam	Mountain Home	Cavalier
All Greece		Cannon	Socorro
Volkel	Eareckson	Rockville	Sondrestrom
Kleine Brogel	Galena	Minot	Clear
Buchel	King Salmon	K. I. Sawyer	<u>HQ AMC</u>
Memmingen	Eielson	Loring	Grand Forks
Kalkar		Lajes	
Stavenger		<u>HQ AETC</u>	<u>HQ AFMC</u>
Norvenich		Laughlin	None
		Gila Bend	

Chapter 4

MILITARY AND CIVILIAN PERSONNEL COSTS

4.1. General Guidance. Military and APF civilian personnel can not be employed in Category C activities. EXCEPTIONS:

- Military personnel are authorized for executive control and command supervision (ECCS) and in exchanges to provide for wartime and deployment requirements.

- Military and APF civilian personnel at approved remote and/or isolated locations when authorized on the unit manning document (UMD).

4.2. Dual Compensation. Enlisted military and APF civilian personnel generally may work in MWR activities during off-duty hours as NAF civilian employees as long as their salary is paid by NAFs and their total hours worked do not exceed 40 hours per week. The local Staff Judge Advocate reviews each case to assure that dual compensation laws are not violated.

4.3. Accounting for Personnel Costs. All activities must account for costs of military and APF civilian personnel whose assigned duties in support of MWR are 25 percent or more. Report costs in proportion to the amount of time spent supporting MWR.

4.3.1. Use the military composite rates in AFR 177-101, to compute the cost chargeable to APFs.

4.3.2. Use the civilian standard rate in AFR 177-102, applicable to work performed for another DoD agency to compute the amount to reimburse APFs from NAFs. The civilian standard rate includes factors for:

- Annual leave

- Holiday

- Sick leave

- Contributions for group life insurance, retirement, and health benefits

4.3.2.1. Total actual cost to the federal government is reimbursed for local wage rate employees (e.g., wage board authority) and foreign nationals.

4.3.3. Use approved shop rates when reimbursing civil engineering work.

4.3.3.1. See AFR 177-200, Volume II D for guidance on shop rates.

4.3.3.2. See AFI 32-1022 (formerly AFR 86-1, Volume 11), for guidance on the use of military labor to support MWR facility projects.

4.3.4. Military personnel and TDY costs, when part of a Joint Chiefs of Staff (JCS) exercise, must be identified by a separate JCS Emergency or Special Project (ESP) code and not be charged as MWR costs.

4.3.5. Military personnel in exchanges are authorized for executive control and command supervision (ECCS) to provide a trained cadre to meet wartime and deployment requirements. These costs are reported as direct APF support.

Chapter 5

CHILD DEVELOPMENT PROGRAMS

5.1. General Guidance. The Military Child Care Act of 1989 provides for child development services to be expanded and improved to the level and quality envisioned by the Congress. To accomplish the requirements of the Act, additional APFs must be spent for personnel and support costs.

5.1.1. Parent fees may only be used to pay caregiver wages, supplies and food program expenses.

5.1.2. It is DoD and Air Force policy that APF direct support for the child development center must be at least equal to parent fees collected. DoD estimates that direct APFs equal to parent fees will be sufficient to pay operating expenses not authorized to be paid from parent fees.

5.2. Funding for Child Development Programs. Beginning in FY 94, funding for child care operating expenses have been allocated as a separate program element (XXX19F) in budget subactivity group for base support (e.g., 011Z, 013Z, 021Z, and so on).

5.2.1. Funding for items such as utilities, minor construction, janitorial service and investment equipment will remain in base operation program elements and other appropriations. Figure 5.1 provides a matrix that indicates the fund source for child care costs.

5.2.2. For HAF-MWR(Q)7503, Appropriated Fund Support to MWR, reporting purposes, accumulate all APF costs for child care services in RC/CCs XX45F2, XX45F3 and XX45F4. Use emergency and special program ESP code "VC" to control and report the APF obligations for the child development centers, and ESP code "WC" for the family day care and child-related services.

5.2.3. SAF/FMPB will report Indirect support for child care programs. **NOTE:** See AFI 34-7, *Child Development Programs*, for additional guidance on child development programs.

5.2.4. In addition to expenses authorized in Figure 5.1, APFs may be used for the following child care requirements:

5.2.4.1. Operation of the center during alerts, national emergencies, inspections, mobilizations, deployments, and other special conditions as determined by the installation commander.

5.2.4.2. National accreditation of child development centers required by Air Force policy.

5.2.4.3. Training requirements of the Military Child Act, including training equipment and supplies, tuition, and instructors or consultants.

5.2.4.4. Parent participation program as required by the Military Child Care Act.

5.2.4.5. Purchase of fixed installation surveillance closed circuit television (CCTV) to enhance the level of supervision at base child development centers.

5.2.4.6. Cable Television (installation, maintenance and monthly service charges).

5.3. Family Day Care and Other Child-Related Services. APF support is authorized for family day care coordinators, establishment of lending programs and training for family day care providers.

Figure 5.1. Child Development Funding Guidance.

EXPENSE ELE- MENTS	PEXX719F	OTHER BASE	MIL PER	INV EQUIP	MAJ CONST	NAF
	3400/3600	SUPPORT PEs	3500, ETC.	3080	3300, ETC.	
1. Military Personnel			X			
2. Civilian Personnel	X					
a. CDC Direc- tor	X					
b. Assistant Directors	X					
c. Training Coord/mon- itor	X					
d. Clerical	X					
e. 1 in 6 Caregiv- ers	X					
f. Other Care- givers						X
g. Family Day Care Coordina- tor/monitor	X					
3. PCS Travel						
a. Military			X			
b. APF Civil- ian	X					
c. NAF Per- sonnel						X
4. TDY Travel						

a. APF Per- sonnel	X					
b. NAF Per- sonnel	X*					X
5. Transpor- tation of Goods	X					
6. Utilities		X				
7. Facility Rents and Leases		X				
8. Equip- ment Main- tenance	X					
9. Minor Construc- tion		X				
10. Admin- istrative Supplies	X					

*When travel is directed by an authorized DoD official and the TDY relates directly to activities supported by APFs.

11. Equip- ment						
a. <\$25,000	X					
b. ≥\$25,000				X		
12. Major Construc- tion					X	
13. Pur- chased Ser- vices						
a. Cus- todial and Janito- rial Service		X				
b. Linen Service	X					
c. Other Purchased Services	X					

14. Com- munica- tions/ Computer Systems						
a. Soft- ware Acquisition	X					
b. Equipment Acquisition						
(1) <\$25,000	X					
(2) ≥\$25,000				X		
c. Mainte- nance	X					
15. Educa- tion and Training	X					
a. APF Employees	X					
b. Car- egivers (NAF Employees)	X					
16. Postage		X				
17. Trans- portation (Dedicated Vehicles)						
a. Acquisition						
(1) <\$25,000		X				
(2) ≥\$25,000				X		
b. Operation & Maint		X				
18. Con- sumable Supplies**						X
19. Other Supplies	X					

20. Food Service Program						
a. Food & Supplies	X					X

**Other supplies include administrative, curriculum, and housekeeping materials such as paper, pencils, markers, soap, paper towels, toilet paper, etc., available at the base local purchase store.

EXPENSE ELEMENT	PEXX719F	OTHER BASE	MIL PER	INV EQUIP	MAJ CONST	NAF
b. Personnel (Cooks)	X***					X
21. Printing and Reproduction	X					
22. Communications - Electronic		X				
23. Civil Engineering - Maintenance and Repair		X				
24. Refuse Collection and Disposal Services		X				

***Bases not eligible to participate in the USDA child care food program are authorized APF personnel.

25. <u>COMMON SUPPORT</u>						
a. Audit Support		X				
b. Information Processing		X				
c. Financial Management		X				

Chapter 6

AIR FORCE LODGING FUND SOURCE

6.1. Scope. The guidance in this Chapter applies to lodging facilities for permanent change of station (PCS) and temporary duty (TDY) travel. The Air Force classifies these activities as services and reports APF support separately from MWR. **NOTE:** See Figure 6.1 for funding guidance for construction, maintenance and repair and operations of these activities.

6.1.1. The Air Force classifies recreational lodging facilities such as cabins at off-base recreation as MWR Category C, revenue-generating activities.

6.2. Managing Lodging Funds. Lodging funds are supplemental mission support NAFIs that generate NAF revenues from service charges paid by authorized personnel residing in lodging facilities, and from sundry sales, interest income, concessions and other income.

6.2.1. Service charges must be established to pay the costs of operations where NAF is the fund source in Figure 6.1.

6.2.2. Lodging NAFs cannot be used to fund APF requirements and must be managed and accounted for separately from the installation's single MWR fund.

6.2.3. Transfers between lodging funds and other NAFIs are not authorized except for loans from the Air Force Central Funds.

6.3. Using a Single Fund Source. To prevent budgeting the same expense from APFs and NAFs, you must use a single fund source for operation, maintenance and repair, construction, furniture, fixture and equipment expenditures.

6.3.1. When the fund source is APF, NAFs are not authorized and vice versa.

6.3.2. Send requests to waiver single fund source requirement to SAF/FMPB with an information copy to AF/SV.

6.4. Managing Lodging Service Charges. Commands must not accumulate service charges beyond 10 percent of the annual NAF costs for providing lodging, amenities, facility upgrades, etc., in accordance with Figure 6.1. **NOTE:** See AFI 34-201 for NAF accounting guidance and procedures for the lodging fund.

6.4.1. The lodging NAF budget for the succeeding fiscal year must be reduced for amounts above the 10 percent and the lodging service charge reduced accordingly.

6.4.2. The 10 percent available cash limit applies to the command as a whole and not to individual bases.

6.4.2.1. Available cash cannot exceed 10 percent of the annual operating budget and one year's capital requirements.

6.4.2.2. Under the Command Lodging Fund (CLF) concept, cash above immediate operational needs at the bases is withdrawn to fund capital expenditures of high dollar and bulk supply items. All remaining resources at base level are applied to fund annual operating and capital requirements.

6.5. Developing APF and NAF Budgets. Lodging managers develop the APF and NAF budget and proposed lodging rates concurrently with the APF financial plan for the budget execution year.

6.5.1. The installation commander submits the budgets and proposed lodging rates to the MAJCOM for review and approval. **NOTE:** Base lodging rates should be based on approved budgets which would include projected cash withdrawals and allocations from the CLF.

6.5.2. Commands must consolidate the base lodging budgets and evaluate the cash (projected) position before any decisions can be made on rates. Also, if there are items that cannot be funded from APF (lack of funds or other reasons), the MAJCOM/FM in coordination with the MAJCOM/SV may request waivers to the funding matrix from SAF/FMPB. **NOTE:** See Waiver request instructions in paragraph 6.7.

6.6. Maximum Lodging Rates. The Air Force maximum rates are \$ 8.00 for VOQ/VAQ, \$ 14.00 for DVQ and \$ 24.00 for TLF.

6.6.1. SAF/FMPB in coordination with AF/SV and SAF/FMB annually reviews the maximum lodging rates and revises them accordingly.

6.6.2. Commands:

6.6.2.1. The Comptroller approves rates at or below the maximum.

6.6.2.2. The Commander of Services, in coordination with the Comptroller, sends requests to establish rates above the maximum to SAF/FMP through AFSVA/CC for approval.

6.7. Waivers to Lodging Fund Source Guidance. There may be some expenses paid from APF or NAF where changing the fund source is not practical or impossible due to insufficient funds or other conditions. Send waiver requests for specific cases to SAF/FMPB for approval.

6.7.1. Types of Waivers to be Considered:

6.7.1.1. Insufficient APF. If the MAJCOM cannot fund shortfalls, the Comptroller may request a waiver. For a waiver based on insufficient APFs, commands must:

Identify item(s) to be funded from NAF.

State whether waiver request applies to a single or multiple bases or the entire command. **NOTE:** Under the command lodging fund (CLF) concept, items to be funded from NAF should apply to all bases within the command unless there are unusual circumstances that would preclude it.

Include a Certification that APFs are unavailable.

6.7.1.2. Contractor operated lodging operations, or Other Contracts. **NOTE:** Applies to NAF or APF contracts that cannot be converted to the appropriate fund source. The waiver will be valid for the life of the contract. The waiver requests must include:

The purpose of the contract.

The expiration date.

6.7.1.3. Manpower Position Conversions (APF to NAF and Vice Versa). For these waivers, commands indicate if manpower positions are included in the "Objective Wing" requirements as funded or unfunded and include a brief description of:

The position.

Salary rate.

Estimated date position will be converted.

6.7.1.4. Waiver to use APF in lieu of NAF. For these waivers commands include:

Reasons why the proper funds (APF or NAF) cannot be used.

Sufficient information to evaluate the impact on operations and service charge rates.

6.7.1.5. Other Reasons. For waivers for other reasons than those in paragraphs 6.7.1.1 through 6.7.1.4, commands provide enough information for SAF/FMPB and AF/SV to evaluate the request.

6.8. Processing Waivers. The MAJCOM or FOA/FM submits all waiver requests to SAF/FMPB (with an information copy to AF/SVP) and describes the potential impact on lodging operations and service charge rates if SAF/FMPB approves or disapproves the waiver.

6.8.1. After SAF/FMPB approves or disapproves the waiver request, the MAJCOM revises the APF and NAF budgets and service charge rates accordingly.

6.8.2. Commands allow 30 days for review and staffing of waiver requests.

6.8.3. Fax Emergency requests to DSN 223-7294 or commercial (703) 693-7294.

6.8.4. SAF/FMPB and AF/SVP evaluate each request, and coordinate with other appropriate HQ USAF staff offices. The request for waiver will be approved or disapproved by SAF/FMPB.

6.8.5. SAF/FMPB grants waivers for each fiscal year. EXCEPTION: Waivers may cover other time periods as SAF/FMPB determines and states in the approval memorandum.

6.8.6. In some cases, SAF/FMPB may revise Air Force guidance when it is evident that an element of the funding guidance cannot be implemented.

Figure 6.1. Lodging Application of Funds.

CONSTRUCTION		
DESCRIPTION	APF	NAF
VAQ, VOQ, and DV		
Erection or installation of new building or systems, additions, conversions. Includes repair-type work which exceeds 70 percent of replacement costs or \$3,000,000. Includes purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, blinds, appliances, and so on, for a complete and usable facility. NOTE: See AFIs 32-1021 and 32-1032 for details on classification of work. (MILCON and EEIC 529) ¹	X	
TLF		

Erection or installation of new building or systems, additions, and conversions. Includes repair-type work exceeding 70 percent of replacement costs or \$3,000,000. Includes purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, blinds, appliances, and so on, for a complete and usable facility. NOTE: See AFIs 32-1021, 32-1022 and 32-1032) for more detailed information.		X
MAINTENANCE AND REPAIR		
DESCRIPTION	APF	NAF
Maintenance, Repair, Refurbishment, and Repair by Replacement of Furnishings, Carpeting, Wall Coverings, Light Fixtures, Drapes, Bedspreads, and Blinds (not related to construction or repair work).		X
Facility Maintenance. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). Excludes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, and so on. NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521)	X	
Facility Repair. Work costing \$3 million or less and not exceeding 70 percent of replacement costs. Includes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, etc., for a complete and usable facility. The intent of including these items is to allow them to be funded from APFs for major repair projects or turnkey projects. Normally the majority of costs would be facility repair work. NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522)	X	
OPERATIONS		
DESCRIPTION	APF	NAF
Facility Rents and Leases	X	
Utilities	X	
Telephones		
New or Replacement Systems		X
Monthly Service Charges/Line Rentals and Maintenance (Except Protel Systems)	X	
Toll Calls		
Admin	X	
Lodging Guests ²		X
Others		X
Cable TV (Service and Installation) to Include a Premium Channel	X	
Refuse Collection and Disposal Service	X	
Grounds Maintenance	X	
ADP Equipment and Supplies	X	
OPERATIONS		
DESCRIPTION	APF	NAF
Other Equipment and Supplies (includes lodging marquee and sign)	X	
Cleaning Supplies and Equipment	X	
Personnel		
Executive Control and Command Supervision	X	
Administration and Management	X	
Housekeepers and Janitors (Includes Supervisors)		X

Desk Clerks and Reservationist		
Full-time	X	
Flex Schedule ³		X
Houseman/Quality Rooms Monitor ⁴		X
Carpeting Cleaning (Shampoo) ⁵		X
Purchase, Maintenance, and Repair of Furnishings in administrative and front desk areas	X	
Purchase, Maintenance, and Repair of Appliances (washer, dryers, ice machines, refrigerators, combination refrigerator and microwave and so on)	X	
Purchase, Maintenance and Repair of Televisions, Video Cassette Players and Microwaves ⁶		X
Vehicles for Administration and Overhead Authorized on the TA	X	
Vehicles for Housekeeping and Maintenance Requirements		X
Contract Housekeeping and/or Maintenance of Facilities (existing contractor operated facilities)	X	
Linen Purchase and Cleaning	X	
Accounting Services		X
Human Resources Office (HRO) - NAF Personnel		X
TDY and PCS Travel and Shipment of Household Goods		
Military	X	
APF Civilians	X	
NAF Personnel		X
NAF Property and Casualty Insurance		X
DESCRIPTION	APF	NAF
Common Support (fire, police, snow removal, pest control, and so on)	X	
Guest Amenities (complimentary toiletries, and resale snack items)		X
Vending and Amusement Machines		X
¹ EEIC 529 funds only construction, not furniture, appliances, drapes, etc. EEIC 529 limit is \$300,000.		
² Lodging will reimburse Accounting and Finance for toll calls and be responsible for collecting from guest.		
³ Authorized on a short-term basis not to exceed 90 days to fill vacant APF positions or to accommodate seasonal workload.		
⁴ Bases that presently have NAF housemen/quality room monitors may retain these personnel, but as a maximum shall not exceed 2 positions for the first 100 rooms and 1 position for every additional 100 rooms.		
⁵ The primary fund source is NAF. However, APFs may continue to be used at those locations where Civil Engineering (CE) performs this service.		
⁶ The primary fund source for maintenance and repair is NAF. But, APFs may continue to be used at those locations where Civil Engineering (CE) performs this service.		

Chapter 7

FISHER/NIGHTINGALE HOUSE FUNDING GUIDANCE

7.1. Scope. The guidance in this section applies to facilities built by Zachary and Elizabeth M. Fisher Armed Service Foundation and the Nightingale Houses. These houses support the patients and their families who use the military treatment facilities (MTF).

7.1.1. The local MTF Commander controls the operation of these houses.

7.1.2. The Services Commander provides accounting and financial management of the houses.

7.1.3. Because the Air Force classifies these activities as services, don't report APF support as MWR.

7.1.4. The Installation Commander supports the houses with a combination of APF and NAF. See Figure 7.1 for funding guidance on the construction, maintenance and repair and operations of these facilities.

7.2. Supplemental Mission Support Funds. The Services Commander sets up Fisher House NAFs as supplemental mission funds (Special NAFI), separate from Lodging and MWR funds, to account for NAF revenues from:

Service charges collected from authorized personnel residing in the houses and from sundry sales.

Interest income.

Fund raising contributions.

Other income.

7.2.1. The MTF Commander establishes service charges to pay operating expenses where NAF is the fund source (see Figure 7.1). **NOTE:** You may accumulate NAFs to maintain stable rates and to provide for capital expenditures such as room refurbishment and amenity upgrades.

7.3. Single Fund Source. To prevent budgeting the same expenditure using APFs and NAFs, MTF Commanders must use a single fund source for operation, maintenance and repair, and construction costs. **NOTE:** When the fund source is APF, NAFs are not authorized and vice-versa without a waiver to the fund source.

7.3.1. Submit requests for exceptions to these funding policies to SAF/FMPB (with copy to AF/SVP) for approval.

Figure 7.1. Fisher/Nightingale House Funding Guidance.

DESCRIPTION	APF	NAF
Construction, Replacement. Erection or installation of new buildings or systems, additions, and conversions. Includes repair-type work which exceeds 70 percent of replacement costs or \$3,000,000. Includes MILCON and O&M minor construction. NOTE: See AFIs 32-1021 and 32-1032 for details on classification of work. (MILCON and EEIC 529) ⁷	X	

Facility Maintenance. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). Excludes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, and so on. NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521)	X	
Facility Repair. Work costing \$3 million or less and not exceeding 70 percent of replacement costs. Excludes replacement of furnishings, carpeting, wall coverings, drapes/bedspreads, light fixtures, blinds, appliances, and so on. NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522)	X	
New Facility Furnishings		X
Replacement Furnishings, Carpeting, Wall Coverings, Light Fixtures, Drapes and Blinds		X
Grounds Maintenance	X	
Utilities	X	
Telephone Systems and Service		X
Cable TV Service		X
Communications--Computer Systems Equipment and Supplies		X
Refuse Collection and Disposal Services	X	
Personnel		
Executive Control and Command Supervision	X	
House Manager and Other Administrative Staff		X
Housekeepers and Janitors		X
Supplies, Linens, Small Appliances, Amenities, Household Items, and so on		X
Appliances		
Purchase		X
Repair and Maintenance	X	
Televisions		
Purchase		X
Repair and Maintenance	X	
Accounting Services		X
Transportation (motor pool support)	X	
Common Support (fire, police, snow removal, pest control, and so on)	X	
⁷ Buildings, including furnishings, appliances, and so on for a complete and usable facility are initially erected with funds provided by the Fisher House Foundation.		

Chapter 8

OUTDOOR RECREATION PROGRAMS

8.1. Scope. Outdoor recreation programs provide a variety of Category A, B and C activities utilizing on-base and off-base facilities. Commanders base APF support (personnel, equipment, facilities, and so on) on the activity, not the facility. **NOTE:** See Figure 8.1 for examples of outdoor recreation activities by Category.

8.2. Using APFs for Personnel, Supplies, Utilities, and Other Support. Authorize APF support in accordance with Attachment 1. **EXCEPTION:** See paragraphs 8.3 and 8.4 for equipment loan and equipment rental, respectively.

8.3. APFs for Recreation Equipment Loan Operations. Authorize APFs for recreation equipment items such as:

- Tents.
- Coolers.
- Sleeping bags.
- Camp stoves.
- Skis.
- Canoes.
- Small fishing boats.
- Other equipment for outdoor recreation program.

8.3.1. Don't use APF equipment items to generate revenue.

8.3.2. Charge fees to recover only verifiable NAF costs, such as the cleaning, servicing, or administering APF equipment items.

8.4. APFs for Recreation Equipment Rental Operations. Personnel may not use APFs to purchase rental equipment. **NOTE:** Rental equipment may include such items as lawn mowers, rototillers, chain saws, boats, and trailers for overnight lodging.

8.5. Privately Owned Equipment. Personnel may not use APFs for storage or other support for privately owned recreation equipment (for example, boats, ski mobiles, travel trailers, recreation vehicles, and so on).

8.6. Recreational Swimming Pools. Classify all MWR swimming pools as Category B, Recreational Swimming Pools, when equal and commensurate facilities exist for both officers and enlisted members. Authorize APFs for:

- Utilities.
- Maintenance and repair.

Supplies.

Equipment.

Lifeguards. **NOTE:** Hire APF lifeguards as overhires or temporaries since HQ USAF will not provide end-strength or dollars for these positions. APFs or NAFs may also be used to contract for life guard services.

8.6.1. When a pool is linked to a revenue-generating activity such as a club, and its use is strictly limited to the members of the activity, do not use APFs.

8.6.2. You may use APFs for pools collocated with clubs but open to non-members. **NOTE:** You must account for and report recreational swimming pool revenues and expenses as a Category B activity and not commingle them with the revenue-generating activity operations.

8.7. On-Base Outdoor Recreation Programs. You must classify on-base programs as Categories A, B or C, and use APFs accordingly.

8.8. Off-Base Outdoor Recreation Programs. Use APFs for off-base recreation sites according to the nature of the activity and whether or not the primary purpose of the recreation site is for overnight lodging or operating other revenue-generating activities.

8.8.1. Classify recreation sites that primarily provide overnight lodging or other revenue-generating activities in their entirety as Category C.

Figure 8.1. Outdoor Recreation Programs.

CATEGORY A

Children's playgrounds and outdoor games facilities such as:

Tennis

Shuffleboard

Volleyball

Badminton

Basketball courts

Softball fields

Horseshoe pits

Park facilities such as:

Fitness trails

Game fields

Pavilions

Playgrounds

Nature centers, nature trails and interpretive display

Picnic facilities with areas for family use and unit activities.

CATEGORY B

Archery ranges (indoor and outdoor)

Beach facilities on ocean, river and lake fronts including bathhouses and lifeguard facilities

Recreation swimming pools

Campgrounds for tents and small trailers such as "pop-top campers"

Participation in other outdoor recreation activities

Equipment Loan Center

Garden plots

Hunting and fishing areas/hunt control stations

Marinas and boat docks for community recreation and without private berthing activities

Off-road vehicle areas and trails

Outdoor recreation operations centers with:

- Classrooms

- Demonstration areas

- Offices

- Administrative space

Outdoor recreation programming (includes classes and introductory activities as well as organized events), such as:

- Archery tournaments

- Bicycling

- Canoeing

- Camping jamborees

- Other outdoor and nature-dependent activities

Trails

- Biking

- Bicycling

- Cross country skiing

Water-based recreation areas (includes swimming and fishing)

Youth day camps and resident camp facilities (for lodging, dining, and indoor recreation) such as:

- Tents

- Dormitories

CATEGORY C

Off-base recreation sites that primarily provide overnight lodging or operate other revenue-generating activities

Cabins, cottages, cabanas, houses, other housing and mobile homes and travel trailers in-place

Campgrounds/travel camps for RVs and travel trailers

Charter boat operations

Fishing

Sightseeing

Flying activities

Go-cart tracks, drag strips, motorcycle tracks, and other motor sports facilities

Marinas/boating facilities for private berthing

Boat Rentals

Food and beverages

Other associated resale activities

Parachute and sky diving activities (instruction and participation as recreational activity, does not include Golden Knights or other official parachuting teams and activities)

Resale activities

Riding stables

Community recreation riding programs

Riding Clubs

Boarding private mounts

Rod and gun club activities

Roller skating and ice skating rinks

Skeet and trap ranges and shooting sports centers (indoor and outdoor rifle and pistol ranges)

Ski slopes, lifts and resale and rental activities

Snack bars (free standing and operated in other facilities)

Equipment rental activities

Miniature Golf

Other resale activities

Chapter 9

CONTRACTING FOR PHYSICAL FITNESS SERVICES

9.1. Objective and Scope. Service members must possess the stamina and strength to complete missions successfully. The DoD uses APFs to provide the necessary physical fitness training areas and facilities. When these military training areas and facilities are not available to individual Service members due to their particular assignment, you may use APFs to procure alternate means of physical fitness training.

9.2. Commercial Fitness Services. Where military facilities are not available, you may use APFs for contracting with:

- Community recreation centers.

- Young Men's Christian Associations.

- Young Women's Christian Associations.

City, county, state, or private fitness facilities for organizational memberships for fitness by military personnel.

9.2.1. You may use APFs to contract for:

- Gymnasiums.

- Running tracks.

- Athletic fields.

- Shower and locker facilities.

- Recreation centers

Community centers, including swimming pools that are an integral part of these physical fitness facilities.

9.2.1.1. Don't use APFs nor NAFs to fund individual memberships, or the use of health spas, golf courses, bowling centers, sporting clubs, tennis courts, racquet clubs, and swimming facilities not included as part of a gymnasium, recreation center, or community center.

9.2.2. Civilian employees and family members of active duty military personnel may use these facilities for physical fitness, if their use does not increase the cost or compromise access by active duty military.

9.3. Approval Procedures. Because of the sensitive nature of contracting for memberships to physical fitness centers, HQ USAF must approve on a case-by-case basis.

9.3.1. MAJCOMs submit their request to SAF/FMP (with copy to AF/SV) with evidence that DoD physical fitness facilities are not available and broad-based use of the facilities in question is cost-effective. The request must explain:

- Why DoD physical fitness facilities are unavailable or inadequate.

- The local circumstances and commuting distance to the nearest military installation that has physical fitness facilities.

That adequate fitness facilities are not available without cost to military personnel in the civilian community where they are assigned.

Approximately how many military service members would participate in a contracted physical fitness facility that would result in a cost effective contract.

Whether it is more cost-effective to build or lease facilities.

That APFs are available to support the requirement.

That the commander certifies that contracting for commercial fitness service is in the best interest of the Government.

9.4. Annual Review. The MAJCOM conducts an annual review of physical fitness contracts. The review includes:

A description of past and future usage of the facilities.

A justification for continuing with the arrangement.

Chapter 10

MISCELLANEOUS GUIDANCE

10.1. Classifying Purchases From the Defense Business Operations Fund (DBOF). Classify services purchased from DBOF as direct or indirect support based on the type of service provided.

10.1.1. Classify facility maintenance and repairs and common services as indirect support. Do not reported these activities.

10.1.2. Treat purchases from Air Force laundries for linen support as a direct cost. NOTE: Category C MWR activities must reimburse APFs for the cost of linen service.

10.2. USAF Museum Programs. Do not classify Air Force museums as MWR activities.

10.2.1. Comply with AFI 65-601, Volume I, when using APFs to support museum programs.

10.3. Recreation Information, Tickets and Tours Services (ITT). ITT Services (NAF Cost Centers, Ticket and Tour Operations) are Category B activities that provides the Air Force community information and access to a diverse range of leisure activities available on and off the installation. It complements, but does not include commercial services available through the unofficial commercial travel office. Typical services include:

Information brochures and advice concerning local and regional sites or attractions and local or regional group tours.

Tickets to local movie theaters, concerts, plays, sports events and museums.

Admission to regional or national theme parks.

Central registration and advance sales for most MWR facilities, services and programs on the installation.

10.4. Providing Unofficial Commercial Travel. Unofficial Commercial Travel Services is a Category C activity that provides economical commercial leisure travel services for all members of the Air Force communities. These services are usually contracted and defined by high dollar volume, special licensing authority or certification, and other requirements not routinely attainable or suitable to direct MWR operation. Services operated directly or indirectly may only be provided from either transportation-managed offices, or from MWR facilities dedicated exclusively to leisure travel products and services; e.g., air, rail and bus tickets, packaged tours, group tours, cruises and travel insurance. Also, they may include remote or automated services to satisfy requirements of installations that lack sufficient volume to justify a manned office. Unofficial Commercial Travel Office Services applies to approved overseas operations and CONUS satellite locations where MWR has retained the right to procure unofficial travel through other than the commercial travel office contractor providing commercial travel services.

10.5. Private Animal Care.

10.5.1. Classify private animal care (usually collocated with the veterinary clinic) as Category C MWR activities.

10.5.2. The Base Civil Engineer assigns a non-MWR facility code since the veterinary clinic is not part of the MWR program.

10.5.3. Report veterinary clinic costs applicable to private animal care as MWR support.

10.5.4. Use APFs for veterinary clinic costs not related to private animal care such as:

Janitorial Services (not related to private animal care).

Medical Supplies used to treat Government animals.

10.5.5. Do not use APFs for veterinary clinic costs related to private animal care such as:

Clerical and small animal care assistants.

Medical supplies and equipment.

Janitorial costs.

10.6. Auditorium/Theater Multipurpose Community Facilities.

10.6.1. Classify Services auditorium and theater multipurpose facilities as Category B activities.

10.6.2. When AAFES uses these facilities to exhibit motion pictures at an admission price, Engineering must prorate utility costs based on use and bill AAFES.

10.6.3. AAFES pays utility and other costs for facilities they operate solely as motion picture (paid admission) revenue producers (Category C, revenue-generating).

10.7. Private Organizations. Commanders may permit private organizations set up for civic, fraternal, or charitable objectives to operate on an Air Force installation.

10.7.1. Commanders must not provide APF support unless specifically authorized by separate instruction. **NOTE:** They are not NAFIs or instrumentalities of the government.

10.8. Private Property. Commanders must not authorize APFs for support of private property (such as boats, aircraft, recreation vehicles, or horses) on government property.

10.8.1. Personnel receiving support for private property such as boat or RV storage, and grazing of animals must reimburse the Air Force for costs of services provided.

10.9. Official Functions Held in Category C Facilities. Organizations must use APF contracts to obtain services from Category C activities for official functions. Use of Blanket Purchase Agreements (BPAs) are recommended.

10.9.1. Bases must justify sole source contracts for services provided by Category C activities.

10.9.2. Category C activities at designated remote and isolated locations may not be reimbursed with APFs for official functions.

10.9.3. Overseas activities other than at designated remote and isolated locations may charge for official functions.

10.9.4. MWR managers develop standard fees for each room under various circumstances so that personnel can quote fees when booking an official function.

10.9.5. For official functions authorized to use APFs, MWR managers limit service charges to NAF costs for:

Setup/restoration (hourly salary, including benefits, multiplied by time used).

Utilities (prorated based on square footage used)

Cleaning of linens.

EXCEPTION: When the primary purpose of the function includes serving food or beverage, the costs of related setup and restoration, cleaning of linens and fair wear and tear of linens, must be included the sale of these items. Simply having food or beverage, e.g. sodas, coffee, available, does not preclude charging setup fees.

10.9.6. MWR managers don't include fixed costs, that is, facility depreciation, equipment, NAF accounting costs, overhead, and so on, in service charges reimbursed with APFs since these costs are fixed and should not vary because of hosting an official function.

10.9.7. Do not use APFs to pay the costs of hosting vendor demonstrations of products such as computers and software.

10.10. Communications and Cable Television Support for Services. With the consolidation of MWR and Services, the installation commander will provide APF communications support, including equipment, installation, maintenance and repair and service charges, based on the activity's functions.

10.10.1. Services Activities, (Except Lodging) and MWR Category A and B Activities. Authorize full communication support (that is, class of phone, number of lines, DSN access, etc.) as validated and approved by the local communications board.

10.10.2. Lodging Activities. Authorize full communication support for:

Lodging administrative functions.

Maintenance and repair of existing government owned systems.

Monthly service charges and line rentals except for Protel Systems.

Toll calls for administration.

Cable TV service to include one premium channel.

10.10.2.1. Use NAFs to pay for:

New or replacement systems.

Toll calls by lodging guests.

Credit card verification telephone lines

10.10.3. MWR Category C Activities And Membership Support Flight. Authorize APFs to pay for one line per facility with DSN access for ECCS as validated and approved by the installation commander. You may authorize one additional line for connection to the base or squadron local area networks for ECCS purposes. Use NAFs for telephone lines for credit card verification. **NOTE:** These activities include AAFES and remote and isolated locations.

10.10.3.1. Authorize use of multiple extension lines as necessary. **NOTE:** Don't use APFs for the cost of equipment, installation and maintenance and repair of multiple extension lines.

10.10.3.2. The installation commander may authorize additional phone lines when commanders use these activities to conduct official meetings or to serve as mission readiness facilities, for

example, disaster control operations or for security and safety. **NOTE:** Limit the use of these phones to official functions.

10.10.4. Resource Management Flight (MWR Functions). Authorize full communications for:

ECCS.

Management of APF resources.

Logistics functions relating to APF equipment and supplies.

10.10.4.1. Use NAFs to Pay for:

NAF accounting.

NAF contracting and procurement.

Logistics functions relating to NAF equipment and supplies.

10.10.5. Plans and Force Management Flight (MWR Functions). Authorize full communications support for:

ECCS.

MWR readiness and training.

Marketing and publicity support for categories A and B activities and MWR-wide programs/ events.

10.10.5.1. Use NAFs to Pay for:

Day to day personnel administration of NAF employees.

Marketing and publicity support for category C activities.

10.10.6. Variances Caused by Physical Layout of Facilities. The actual number of lines may vary depending on the physical layout of the facilities at each base for the Resource Management and the Plan and Force Management Flights. Also, nonreimbursable communication lines must be proportionate to the functions authorized APF support.

10.10.7. Reimbursable Communication Support. The communications squadron may provide telephone services not authorized APF support on a reimbursable basis.

10.10.7.1. Classify telephone services not authorized APFs as Class B-2, unofficial telephone service. **NOTE:** Use NAFs to reimburse in accordance with AFI 33-111 (formerly AFR 700-8, Volume 1) and AFR 177-102.

10.10.7.2. Reimbursable rates for overseas locations are published annually by the DoD Comptroller's office and disseminated by the Defense Finance and Accounting Service (DFAS). Rates presently are contained in AFR 177-102.

10.11. Purchasing MWR Peculiar Items. The Services squadron orders all MWR peculiar items, such as athletic shoes, clothing, supplies, equipment and so on. **NOTE:** Supply will not accept orders from other organizations for these items.

10.12. Blind Vending Facilities on Air Force Property. Indicate in permits submitted under the Randolph-Sheppard Act that the vendor is responsible for paying utilities consumed to operate vending machines.

10.13. Intramural Bowling and Golf. Authorize APFs for trophies and administrative expenses associated with intramural bowling and golf at the same level as other intramural sports. Do not use APFs to pay for equipment use or rental fees and bowling center or golf course fees and charges.

Chapter 11

REPORTING REQUIREMENTS

11.1. What To Report. Requirements for reporting Appropriated Fund Support to MWR, RCS: HAF-MWR(Q)7503 are contained in AFR 177-101.

11.1.1. Direct APF Support. Field activities report direct costs according to Figure 1.1. **EXCEPTION:** Don't report APF support provided to MWR activities and NAFIs that is reimbursed from NAFs.

11.1.1.1. Direct Common Support Services. Report authorized APF support for management, executive control and command supervision, procurement and MWR logistics and so on as direct costs.

11.1.2. Indirect APF Support. SAF/FMP reports indirect costs according to Figure 1.2.

11.2. Long Term Leased Facilities. When the Base Civil Engineer obtains facilities through construction and lease back programs such as Section 801, Military Family Housing (MFH) and Section 2809, Long -Term Contracting Program, they must report to the base accounting and finance office a prorated share of the facility lease payments and associated O&M costs, attributed to MWR facilities like community centers (CC) and child development centers (CDC).

11.2.1. Base the annual amount that you report as APF support for Section 801 on a percentage of the annual housing project lease cost.

11.2.1.1. Use the estimated construction costs that you developed for project lease ceiling calculations to prorate the annual lease costs.

11.2.2. Report a proportional amount from the separate O&M as APF support.

11.2.3. In determining the annual amount to report as APF support for a Section 2809 CDC or CC, ensure that the Request For Proposal (RFP) indicates the portion of the contract cost associated with the facility construction and O&M.

11.2.4. Identify costs for Sections 801 and 2809 leases for CDC and CC in the annual MWR budget that you submit to AF/SV.

ROBERT F. HALE
Assistant Secretary of the Air Force
for Financial Management and Comptroller

Attachment 1

APF SUPPORT AUTHORIZATION (NA-NOT APPLICABLE; A-AUTHORIZED; N-NOT AUTHORIZED)

Element of Resource	APF Support by Category			
	A	B	C	C R&I
1. MILITARY PERSONNEL				
a. Permanent Assignment				
(1) ECCS				
(a) MAJCOM and HQ USAF Level	A	A	A	A
(b) Installation Level	A	A	A	A
(2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Does not include trainees and unassigned personnel. Active duty military personnel are authorized in sufficient numbers for military exchanges to provide a trained cadre to meet wartime and deployment requirements. Authorized in accordance with the current unit manning document (UMD).	A	A	N	A
(3) All other functions (personnel directly and primarily involved in resale)	A	A	N	A
b. Temporary Assignment. Same authorization as permanent assignment (see subsection 1.a) for no more than 90 days. Does not apply to enlisted personnel employed during nonduty hours by NAFIs as part-time NAF-paid employees.				
c. Additional or Collateral Duties. Same authorization as permanent assignment (see subsection 1.a). If less than 25 percent of assigned duties are NAF or MWR, allocate no costs to the NAF or MWR programs. Members perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations.				
d. Military Prison Labor. Same authorization as permanent assignment (see subsection 1.a). See AFI 32-1022 (formerly AFR 86-1, Volume II) for guidance on using prison labor for maintenance, repair and construction.				
2. CIVILIAN PERSONNEL				
a. Permanent Assignment				
(1) ECCS.				
(a) MAJCOM and HQ USAF Level	A	A	A	A
(b) Installation Level	A	A	A	A
(2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Authorized in accordance with the current unit manning document (UMD).	A	A	N	A

(3) All other functions (personnel directly and primarily involved in resale)	A	A	N	A
b. Temporary Assignment. Same authorization as permanent assignment (see subsection 2.a) for no more than 90 days. Does not apply to enlisted personnel employed during nonduty hours by NAFIs as part-time NAF-paid employees.)				
Element of Resource	A	B	C	C R&I
c. Additional or Collateral Duties. Same authorization as permanent assignment (see subsection 2.a). If less than 25 percent of assigned duties are NAF or MWR oriented, allocate no cost to the NAF or MWR programs. Personnel perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations.				
d. Federal Prison Labor. Same authorization as permanent assignment (see subsection 2.a). See AFI 32-1022 (formerly AFR 86-1, Volume II) for guidance on using prison labor for maintenance, repair and construction.				
3. HUMAN RESOURCES OFFICE (HRO).				
a. Technical advice and counsel for NAF personnel management and CCPO support for required functions such as labor relations.	A	A	A	A
b. Day-to-day personnel administration and related personnel matters for the NAF work force. Authorized APF for support of child care NAF employees.	N	N	N	N
c. Background checks on employees in child care services. Includes, but is not limited to fingerprint and state criminal history repository (SCHR) checks.	A	A	N	A
4. TRAVEL OF PERSONNEL				
a. Permanent Change of Station (PCS).				
(1) Military and full-time APF employees.	A	A	A	A
(2) NAF employees. NOTE: Traffic Management Office support is authorized for counseling, preparation of transportation documents, and selection and scheduling of carriers for PCS of NAF employees when there is no additional manpower required.	N	N	N	N
b. Temporary Duty (TDY) Travel.				
(1) APF employees and military members	A	A	A	A
(2) NAF employees when an authorized DoD official directs and the TDY relates directly to business supported by APFs.	A	A	A	A
(3) Participants in athletic, recreation, and entertainment events conducted as part of a NAF or MWR program. International and national sports competition authorized by statute and other DoD issuance to include command supervision. (Does not preclude space available travel by participants in NAF or MWR programs.)	A	A	N	A
Element of Resource	A	B	C	C R&I

5. USE OF GOVERNMENT-OWNED VEHICLES. a. Vehicle Operations Controlled and Dedicated Vehicles Authorized on Table of Allowance(TA) 012 when not authorized in TA 012, repetitive use of dispatched vehicles is allowed. Note: See AFI 24-301 for additional guidance.				
(1) ECCS. Includes Services Commander, Deputy Commander and Flight Chiefs,	A	A	A	A
(2) Program Support (not related to revenue-generating) Provided by Vehicle Operations	A	A	N	A
b. Excess Vehicles Obtained From DRMO. for requirements not authorized on TA.	N	A	A	A
(1) Fuel and lubricants	N	N	N	N
(2) Maintenance and repair	N	N	N	N
6. TRANSPORTATION OF THINGS				
a. APF Purchased Goods. Applies to transoceanic and inland transportation of United States (US) or foreign goods.	A	A	A	A
b. NAF Purchased Goods.				
(1) Transoceanic:				
(a) US goods. Applies to the movement of goods to and from CONUS sea and aerial ports of debarkation to their first destination overseas, including Alaska, Hawaii, and overseas ports by commercial carrier or military transportation.	A	A	A	A
(b) Foreign goods. Authorized military airlift to areas where commercial transportation is not available)	N	N	N	N
(2) Inland:				
(a) Movement of US goods within foreign countries from port of embarkation to first destination or bulk breakdown point.	A	A	A	A
(b) Movement of US goods between DoD installations. Authorized for all activities when related to base closure or to safeguard goods under emergency condition, for example, the threat of hostile force or natural disaster. Military transportation authorized for all activities to foreign areas where commercial carriers are not readily available and in combat zones.	A	A	N	A
Element of Resource	A	B	C	C R&I
(c) Foreign goods. Authorized military airlift to areas where commercial transportation is not available.	N	N	N	N
c. Household Goods. Applies to the authorized transportation of household goods for either:				
(1) APF personnel.	A	A	A	A
(2) NAF personnel authorized on a reimbursable basis.	N	N	N	N
d. Base Closure. MWR equipment shipped between bases because of base closure or realignment.	A	A	A	A
7. UTILITIES				

a. <u>Utility Services</u> . Applies to electricity, gas (including natural, manufactured, liquidified petroleum, mixed, or propane), steam, heat, hot water, compressed air, air conditioning, chilled water, mechanical refrigeration, and water. See AFI 32-1061 (formerly AFR 91-5) for guidance on charging reimbursable customers.				
(1) CONUS	A	A	N	A
(2) Outside CONUS	A	A	A	A
b. <u>Utility Supplies</u> . Applies to gas heating oil, and so on, not used for heating or power production for real property facilities. Fund utility supplies consumed for generating revenue from NAF, for example, heating oil for MWR laundry and dry cleaning operations and natural or bottle gas for cooking by clubs, snack bars and Burger King.	NA	NA	N	N
Element of Resource	A	B	C	C R&I
8. ENVIRONMENTAL COMPLIANCE.				
a.. Activity Operations:				
(1) BCE Monitoring Programs (ECAMP, Surveys, and so on)	A	A	A	A
(2) Comprehensive base-wide permits (not facility specific)	A	A	A	A
(3) Environmental impact analysis process document:				
(a) Prepared by in-house work force	A	A	A	A
(b) Prepared by contract (AFI 32-7061, formerly AFR 19-2, Sec. 4a)	A	A	N	A
(4) Specialized permits (golf course outfalls to waterways, AAFES service station, marina gas station, and so on.)	A	A	N	A
(5) Treatment of waste water for golf course irrigation	NA	NA	N	A
(6) Runoff from golf course	NA	NA	N	A
(7) Disposal of hazardous materials chemicals, paints, etc.	A	A	N	A
(8) Pump waste holding tanks	A	A	N	A
(9) Leak detection monitoring system (includes ground water monitoring wells)	A	A	A	A
(10) Spills during transfer or delivery	NA	NA	N	A
Element of Resource	A	B	C	C R&I
(11) Other environmental deficiencies (including analysis, cleanup, disposal, and soil repair or restoration):				
(a) Caused by act of God or fire	A	A	A	A
(b) Incident to and resulting from operations:				
(1) Prior to October 1, 1988	A	A	A	A
(2) After September 30, 1988	A	A	N	A
For deficiencies caused by a combination of operations before and after October 1, 1988 prorate funding between APF and NAF)				
b. Maintenance and Repair				
(1) Maintenance, repair and replacement of tanks, distribution lines to pumps, and pumps and dispensing lines of utility systems for real property facilities under BCE control. _	A	A	A	A
(2) Removal of asbestos	A	A	A	A
(3) Removal of Hazardous Lead Based Paint	A	A	A	A
Element of Resource	A	B	C	C R&I
(4) Underground and above ground storage tanks existing on September 30, 1988:				

(a) Tank maintenance, repair, and repair by replacement	A	A	A	A
(b) Distribution lines to pumps	A	A	A	A
(c) Pumps and dispensing lines	A	A	N	A
(d) Waste analysis	A	A	A	A
(e) Cleanup	A	A	A	A
(f) Disposal	A	A	A	A
(g) Repair or restoration of soil	A	A	A	A
(5) Underground and above ground storage tanks installed after September 30, 1988:				
(a) Tank maintenance, repair, and repair by replacement	A	A	N	A
(b) Distribution lines to pumps	A	A	N	A
(c) Pumps and dispensing lines	A	A	N	A
(d) Waste analysis	A	A	N	A
(e) Cleanup	A	A	N	A
(f) Disposal	A	A	N	A
(g) Repair or restoration of soil	A	A	N	A
Element of Resource	A	B	C	C R&I
(6) Environmental Cleanup in Preparation for NAF Construction				
(a) Resulting from Activity Operations	A	A	N	A
(b) Not Resulting from Activity Operations	A	A	A	A
c. Construction.				
(1) Replacement of tanks to increase or decrease capacity or enhance other tank features	A	N	N	N
(2) Construction of containment areas required by EPA, not incidental to tank replacement	A	N	N	N
(3) Hazardous material storage area	A	N	N	N
(4) Install waste holding tanks	A	N	N	N
(5) Utility lines from waste water ponds and plants for irrigation	A	N	N	N
(6) Sewage treatment systems	A	N	N	N
(7) Other construction	A	N	N	N
Element of Resource	A	B	C	C R&I
9. CONSTRUCTION.				
a. Architectural and Engineering Services. Applies to professional services including the necessary consultations, preliminary studies, analysis, cost estimates, working drawings, specifications, interior design and decoration, and the inspection and supervision services necessary for the construction, alteration, or repair of real property facilities.				
(1) APF construction.	A	A	A	A
(2) <u>NAF construction.</u> Applies to approved projects if no additional manpower authorizations are necessary and no additional costs would be incurred.	A	A	A	A
b. Minor Construction. Applies to erecting, adding, expanding, altering, converting, replacing, or relocating an existing facility, if the cost does not exceed \$300,000. Authorized for child development centers. See AFIs 32-1021, 32-1022 (formerly AFR 86-1, volume II) and 32-1032 for additional guidance.	A	N	N	N

Element of Resource	A	B	C	C R&I
c. Military Construction. Applies to the erection or installation, of new buildings or systems, additions and conversions. Includes repair-type work which exceeds 70 percent of replacement costs or \$3,000,000. Includes purchase and installation of furnishings, carpeting, wall coverings, appliances, and so on, for a complete and usable facility. Includes related sites preparation, excavation, filling, and landscaping or other land improvements. APF construction authorized for child development centers. NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for additional guidance.	A	N	N	N
d. Purchase of Real Property. Refers to the acquisition of land, buildings, and other fixed improvements. APF authorized for child development centers.	A	N	N	N
Element of Resource	A	B	C	C R&I
10. FACILITY MAINTENANCE. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). Excludes maintenance to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations). NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521)				
a. BCE Owned or Leased Facilities	A	A	A	A
b. NAF Owned or Leased Facilities	N	N	N	N
11. FACILITY REPAIR. Work that is required to restore a facility structure, components, and systems to its safe, effective, and economical support of assigned missions and organizations costing \$3 million or less and not exceeding 70 percent of replacement costs. Excludes repair work to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations)). NOTE: See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. Authorized for facilities on BCE real property records, both APF owned or leased. (EEIC 522)				
Element of Resource	A	B	C	C R&I
a. Restoration or Replacement of Components and Systems. Includes restoration or replacement of worn out, failed or exceeded their economic life, by installing modern, reliable, maintainable, functional, economical and energy efficient materials and equipment.	A	A	A	A
b. Correction of Fire or Other Occupational Safety and Health Deficiencies.	A	A	A	A
c. Modifications to Utility Systems. Applies to building generation or distribution systems.	A	A	A	A
d. Addition, Rearrangement or Removal of Non-load bearing Walls.	A		N	A*
e. NAF Owned or Leased Facilities.	N	N	N	N

Element of Resource	A	B	C	C R&I
12. MAINTENANCE AND REPAIR TO SUPPORT ACTIVITY OPERATIONS. Applies to work accomplished within a facility in support of the MWR program or NAFI such as repair and maintenance of bowling lanes, pin setting equipment, floor coverings (for example, carpet, hardwood, decorative tile), wall coverings, decorative light fixtures to include chandeliers, club bars, lounges, snack bars, kitchens (including grease traps, range hoods and ducts, and so on), golf clubhouse locker rooms, riding stables and fencing, marina docks, dredging and repair of bulkheads. Also, applies to equipment maintenance that is a direct function of the activity, (for example, repair of stoves, cash registers, point of sales systems, dishwashers, liquor systems and walk-in coolers). Bases report as direct costs).	A	A	N	A
Element of Resource	A	B	C	C R&I
13. BASE-WIDE PEST CONTROL. Includes base-wide services that Engineering provides, such as mosquito fogging, tick control, rat control, forest pests, and so on.	A	A	A	A
14. GROUNDS MAINTENANCE.				
a. Base Grounds. Scheduled routine maintenance that Engineering conducts on the installation on grounds, lawn shrubbery, flowers, landscaping and picnic and park areas (on base and off-base recreation sites)	A	A	A	A
b. Golf course grounds.				
(1) Routine maintenance	NA	NA	N	A
(2) Major maintenance and repair	NA	NA	N	N
(3) Specialized pest control. Specialized services including all pesticide treatment of greens, tees, fairways, roughs, water hazards, sand traps, driving ranges, and so on. Engineering may provide these services to MWR activities on a reimbursable basis. Report golf course use of all pesticides to Engineering in accordance with AFI 32-1053, formerly AFR 91-21.	NA	NA	N	A
(4) Restoration of grounds destroyed by catastrophic acts of God. This includes catastrophic acts, e.g., hurricanes and tornadoes. Does not include such situations as recurring flooding or the normal erosion of a river or creek that is exacerbated by an above-normal amount of rain or snow.	A	A	A	A
Element of Resource	A	B	C	C R&I
15. EQUIPMENT MAINTENANCE.				
(1) APF equipment. Applies to maintenance, repair, and overhaul of equipment either authorized on component equipment Table of Allowance (TAs) 410 or 501 or on loan to NAF or MWR for a period not to exceed 90 days.	A	A	A	A
(2) Allowances Source Code (ASC) 048 Equipment	A	A	NA	A
(3) TA 083 equipment	N	N	N	N
(4) NAF owned or leased equipment	N	N	N	N

16. RENTS AND LEASES. Applies to the use or possession of non-DoD lands, buildings, and their improvements and installed equipment for a specified period through contract, lease agreement, or other legal instrument when authority is granted through appropriate channels.				
a. CONUS. Authorized for Categories A and B when granted a waiver to policy.	N	N	N	N
b. Outside CONUS	A	A	A	A
Element of Resource	A	B	C	C R&I
17. DISTINCTIVE UNIFORMS AND FUNCTIONAL CLOTHING. MWR managers may approve and issue recreation and fitness uniforms as organizational clothing if the functions of the organization or group requires the wear of such uniforms or clothing as authorized as AFI 36-2903 (formerly AFR 35-10) specifies. Commanders don't need to purchase organizational clothing that is authorized but not mandatory.	A	A	N	N
18. SPORTS OFFICIALS. The base commander must approve service contracts for sports officials. However, they must not violate dual compensation laws. MWR managers may not use APFs to obtain, by contract or otherwise, the services of a military member or civilian employee who receives regular duty from APFs. MWR managers may use APFs to contract with a sports official association employing military or civilian APF employees if the association has an existence and purpose other than for the avoidance of dual compensation restrictions. MWR managers may not use APFs to contract with an association or other entity composed of military members or civilian APF employees whose primary purpose is to contract with the Government.	A	A	NA	NA
19. TROPHIES AND AWARDS. Applies to the purchase of trophies and similar devices to be awarded to military members and units of the armed forces for excellence in accomplishment or competition related to MWR sports programs. Cash awards are specifically excluded. Trophies and similar devices purchased with APF for accomplishments and competitions including intramural sports and athletic competitions must be established and announced, and of a continuing nature. Awards may be made on a one-time basis when the accomplishment is unique or clearly contributes to increased effectiveness or efficiency. Trophies and devices must be displayed appropriately.	A	A	NA	NA
Element of Resource	A	B	C	C R&I

20. COMMUNICATIONS AND CABLE TV SERVICE. Applies to all forms of electronic communications (for example, telephone, teletype, television, DSN, DDN, on-base telecommunications cable). Includes public access and networking systems, and other types of electronic media for NAF and MWR programs and facilities. See paragraph 10.10 for additional guidance.				
a. Command Management Functions. Statistical data gathering and reporting and communications with other command headquarters, the DoD and other Government agencies)	A	A	A	A
b. ECCS. Category C activities (including AAFES facilities and remote and isolated locations).	A	A	A	A
c. Communications Support for Activity Operations. Includes class of phone, number of lines, DSN access and so on if the local communications board approves and validates the support.	A	A	N	N
Element of Resource	A	B	C	C R&I
21. POSTAL SERVICE, AND POSTAGE. Applies to support by Government postal organizations and systems for the dispatch of official mail and rental of post office boxes. See AFMAN 37-125 (formerly AFR 4-50) for additional instructions on use of official mail systems for MWR.				
a. Official Correspondence. Within and between Government agencies, persons and private commercial agencies not related to the sale of goods and services.	A	A	A	A
b. Resale And Collections. When procuring items for resale and collecting income for merchandise or services sold.	N	N	N	N
Element of Resource	A	B	C	C R&I
22. PRINTING AND REPRODUCTION. Includes work done on printing presses, lithography, and other duplicating related to binding operations, photography, microfilming, formats and forms, development, editing, and graphics.				
a. Sale of Merchandise or Services and Collection of Income.	N	N	N	N
b. Other Support	A	A	A	A
23. EDUCATION AND TRAINING. Relates to the advancement of job knowledge, development of skills, and improvement of the abilities of NAF and MWR program appropriated and NAF personnel, regardless of position or job occupied, who attend Air Force and DoD sponsored schools, seminars, conferences, or private institutions.	A	A	A	A
24. AUDIT SERVICES. Relates to the independent review, and evaluation of the records, controls, practices, and procedures in the area of financial and operational management of NAF and MWR programs.				
a. Air Force Audit Agency. When no additional manpower is required.	A	A	A	A
b. Independent Public Accountant	N	N	N	N

Element of Resource	A	B	C	C R&I
25. DATA AUTOMATION. Applies to automatic data processing system development or operation (for example, personnel, equipment, equipment maintenance, supplies, and software).				
a. Command Supervision and Control. Relates to the responsibility for review and analysis, and necessary reporting to higher headquarters. Also to discharge a commander's supervisory responsibility.	A	A	A	A
b. Internal Activity Operations. Information processing services for internal operations of a NAFI may be provided on a reimbursable basis for category C activities. APF authorized for support of child care.				
(1) NAF accounting systems	N	N	N	N
(2) NAF payroll processing	N	N	N	N
(3) Internal activity management for NAF resources and resale	A	A	N	A
Element of Resource	A	B	C	C R&I
26. FINANCIAL MANAGEMENT SERVICES. Relates to the preparation of APF and NAF budgets, accounting, financial reporting; Comptroller oversight; and review and analysis to ensure proper control over all the resources that support NAF and MWR programs.				
a. Technical Guidance and Assistance. Preparing budgets, financial and analytical data required for command supervision and management review and analysis to ensure control over APF, NAF and MWR resources.	A	A	A	A
b. NAF Accounting and Analytical Functions. Relates to functions required for the internal operations of NAF and MWR programs. APF authorized for support of child care.	N	N	N	N
27. LEGAL SERVICES. Applies to the service and assistance provided to NAF and MWR programs by or through the Judge Advocate General (JAG) or General Counsel:				
a. Air Force Judge Advocate General(JAG) or General Counsel (GC). Services and assistance from JAGs and GCs or Military and civilian assignment authorizations on the UMD that Air Force commands determine to be appropriate.	A	A	A	A
b. Internal Civilian Staff as An Integral Element of a NAFI.	N	N	N	N
Element of Resource	A	B	C	C R&I
28. PROCUREMENT SERVICES.				
a. APF Procurement Office. Applies to technical advice and assistance to NAF and MWR management in the procurement of goods and services with NAFs.	A	A	A	A
b. Other Procurement. Applies to the procurement of goods and services with NAFs and includes development, preparation of procurement documents, negotiations of prices, contract administration and audit with related procurement functions (for example, RMF and AFNAFPO).	N	N	N	N

29. CUSTODIAL AND JANITORIAL SERVICE. Applies to the manpower, supplies and equipment the base engineer or a contractor provides.	A	A	N	A
Element of Resource	A	B	C	C R&I
30. OTHER SUPPLIES. Applies to supply items that people consume or that lose their identity when used or whose low value do not require the same accountability necessary for equipment. Includes clothing, tents, organizational tools, administrative and housekeeping supplies, petroleum fuels, lubricants, preservatives, coolants, and oil derivatives. EXCEPTION: aircraft and ship POL.				
a. ECCS.	A	A	A	A
b. Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service.	N	N	N	N
c. Food Supplies for Meals Served in Child Development and Youth Centers Relating to Child Care Programs.	NA	A	NA	NA
d. All Other Supplies.	A	A	N	A
Element of Resource	A	B	C	C R&I
31. EQUIPMENT. Includes the cost of equipment, furniture, or furnishings. Requires a needs assessment to justify the requirement. Investment equipment obligations must be reported from the accounting system as opposed to the supply system. Equipment for child development authorized in accordance with Chapter 5.				
a. ECCS.	A	A	A	A
b. Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service.	N	N	N	N
c. Use of Surplus and/or Excess for Activity Requirements.	A	A	A	A
Element of Resource	A	B	C	C R&I
d. Laundry and Dry Cleaning. See AFR 148-4 for policy on establishing and operating a laundry and dry cleaning plant.				
(1) Plant equipment	N	N	N	N
(2) Self-service non plant washers and dryers. (not used to provide a paid service or generate revenue)	A	A	N	A
e. All other equipment.	A	A	N	A
32. AIRCRAFT AND SHIP PETROLEUM, OIL AND LUBRICANTS (POL). Applies to POL (including fuel additives) for aircraft and boats that personnel operate for NAF and MWR program. Does not include cost for travel of personnel or transportation of things.	N	N	N	N
Element of Resource	A	B	C	C R&I

33. MERCHANDISE, SERVICE, AND EQUIPMENT FOR RESALE OR RENT. Relates to merchandise, services, and equipment that a NAF or MWR program obtains for resale or rent to authorized persons. This does not preclude the use of APFs to procure supplies and equipment for Category A and B activities for which the users to these items pay administrative fees to defray NAF costs of maintaining, controlling use of, and safeguarding these assets.	N	N	N	N
34. REFUSE COLLECTION AND DISPOSAL SERVICE. Includes trash removal. Not authorized for military exchanges in CONUS.	A	A	A	A
35. COMMON SERVICES. Related to those services that are provided to all base organizations and no additional costs are incurred for providing that support to MWR. These include, but are not limited to, fire protection, security police, pest control (except golf courses), snow removal, safety, medical and veterinary, sanitation inspection, rescue operations, maintenance of common grounds, AFOSI and AFIG services.	A	A	A	A
*Subject to availability of APFs. No waiver to fund source policy is required to use NAFs.				

Attachment 2**DEFINITIONS*****Civilian Personnel (Benefits)***--Includes:

Employer contribution for group life insurance, health insurance, social security tax,

Retirement fund contribution, state retirement for ANG, health benefits for ANG.

All allowances such as, quarters allowance, non-foreign allowance, supplemental post allowance, separate maintenance allowance and temporary lodging allowance; and relocation and other expenses related to PCS. **EXCEPTION:** transportation, per diem, and storage of household goods.

Excludes severance payments to former employees.

Civilian Personnel (Salaries & Wages)--Includes:

Base, holiday, Sunday, hazardous duty, premium,, and merit pay.

Bonuses.

Night work and overseas differentials.

Cash, performance, meritorious executive, and distinguished executive awards.

Jury refunds.

Benefits for former personnel, (for example, severance pay and unemployment compensation).

NOTE:

Billings to NAFs are determined using actual hours worked multiplied by the standard rate or shop rate.

Communications--A method or means of conveying information of any kind from one person or place to another.

Direct Costs--Costs directly related to or caused by operation of MWR activities. They are costs that are readily identifiable, measurable, or easily allocated to MWR activities. Accounting and Finance captures and reports true incremental APF obligations generated by MWR. Field organizations must control and report only direct costs in support of MWR activities. All reimbursed NAF expenses are direct costs.

Equipment Expensed--Applies to personal property (furniture, equipment, computer software, and so on) of a durable nature with a service life less than two years and costing less than \$25,000. Includes:

The initial installation costs of equipment by contractors,

Furniture and fixtures.

Publications for permanent collections.

Tools and machinery.

Communications-computer systems and telecommunications equipment, instruments and apparatus.

Transportation of equipment.

Excludes real property installed equipment.

Executive Control and Command Supervision (ECCS)--Those managerial functions located above the direct program operational level of individual MWR programs at a base, major command or headquarters, Air Force (HQ USAF), that supports planning, organizing, directing, coordinating and controlling the overall operations of MWR programs but is not necessarily identified or included on manning or staffing guides or personnel documents for support of MWR. It consists of program, fiscal, logistics and other management functions that are separate from the daily working level activities and tasks of MWR programs.

Indirect Costs--Marginal costs for material or services in support of MWR that result from broad military mission requirements not specifically supporting MWR. The Air Force does not report Indirect support which does not require hiring additional APF personnel or securing additional service. SAF/FMPB identifies and reports Indirect costs.

Investment Equipment--Applies to personal property (furniture, equipment, computer software, etc.) of a durable nature with a service life of more than two years and costing more than \$25,000. Includes:

- The initial installation costs of equipment by contractors,

- Furniture and fixtures.

- Publications for permanent collections.

- Tools and machinery.

- Communications-computer systems and telecommunications equipment, instruments and apparatus.

- Transportation of equipment.

- Excludes real property installed equipment.

Maintenance and Repair-Equipment--Includes the cost to maintain, repair, overhaul, or rework equipment.

Military Personnel Costs--Costs are computed using annual composite rates which Includes:

- Pay and allowances of officers, enlisted personnel cadets.

- Subsistence of enlisted personnel.

- PCS (including shipment and storage of household goods).

- Other costs for apprehension of deserters.

- Interest on uniformed services savings deposits.

- Death gratuities.

- Servicemen's Group Life Insurance.

- Unemployment compensation and survivor benefits.

Nonappropriated Fund (NAF)--Funds generated by DoD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents.

Nonappropriated Fund Instrumentality (NAFI)--An integral DoD organizational entity that performs a government function and enjoys the legal status of an instrumentality of the United States. NAIs act in their own name to provide or assist other DoD organizations in providing MWR programs for military personnel and authorized civilians.

Other Civil Engineering Services--Includes Engineering services such as custodial and janitorial services.

Other Contractual Services--Includes the cost of purchased services not otherwise classified, such as linen services.

Real Property--Includes the acquisition cost of land, buildings, and other fixed improvements.

Rents and Leases--Includes the cost to rent or lease equipment, land and structures.

Sale and Resale of Merchandise and Service--The acquisition and resale of goods and services by MWR activities or concessionaires. User fees, charges, interest, APF or NAF reimbursements, and other sources of income not directly related to the sale or resale of merchandise and service are excluded from this definition.

Supplies--Includes the cost of supplies and materials for direct consumption such as:

- Repair parts.

- Technical supplies consumed in the operation and maintenance of equipment.

- Subscriptions, pamphlets and other documents.

- Chemicals.

- Surgical, medical, cleaning, and office supplies.

- Communications-computer systems supplies and materials.

- Fuels except aircraft and ship POL.

Transportation of Persons--Includes expenses for TDY travel for military and civilian personnel, vicinity travel and PCS travel expenses for civilian employees.

Transportation of Things--Charges for the transportation and related care of things, including, animals, and household goods for civilian employees in PCS status. Includes:

- Freight and express charges by military, common and contract carriers,

- Demurrage, switching, crating, refrigeration, and other incidental expenses.

- Drayage and other local transportation cartage and handling.

- Charges incidental to local mail transportation.

- Unaccompanied baggage.

- Parcel post.

- Truck rental and moving of household effects or house trailers or POV movement including reimbursement to employees for transportation of household effects or house trailer.

- Materiel that Air Force depots ship and receive from other agencies,

- Shipment of reparable and excess Air Force property.

Shipment of remains of deceased personnel.

Excludes transportation costs that vendors pay even when itemized on invoices.

Utilities Costs--Consumption is based on meter readings or engineering estimates per AFI 32-1061 (formerly AFR 91-5). Includes the cost of:

Water.

Electricity.

Gas (including natural, manufactured, liquefied petroleum, mixed or propane)

Steam.

Heat.

Hot or high temperature hot water.

Compressed air.

Air Conditioning, chilled water, and mechanical refrigeration.

Fuels used for heating and cooling.

Attachment 3**REFERENCES**

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- ASD (FM&P) January 27, 1988, Memorandum, Fiscal Year 1988 Guidance for Morale, Welfare and Recreation (MWR Programs)
- SAF/ACR Memorandum, *Guidance on Appropriated Fund (APF) Support for Morale, Welfare, and Recreation (MWR)*, June 14, 1988.
- The National Defense Authorization Reports, Fiscal Year 1989.
- The Defense Appropriation Bill for 1989.
- ASD (FM&P) Memorandum, FY 1989 Morale, *Welfare and Recreation (MWR) Congressional Limitation*, Nov 4, 1988.
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- DoD Directive 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, issued May 12, 1989.
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- ASD (FM&P) May 10, 1991, Memorandum, *Sewage Disposal Charges for Category C.Revenue Generating Activities*
- OASD (FM&P) March 13, 1992, *Memorandum, Fisher House Funding*.
- OASD (FM&P) April 15, 1992, *Memorandum, Nonappropriated Fund Billeting Funds*.
- AFI 32-1021, *Planning and Programming of Facility Construction Projects* (formerly AFR 86-1 Volume I),
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- AFI 32-1053, *Pest Management* (formerly AFR 91-21)
- AFI 32-1061, *Utilities Services* (formerly AFR 91-5).
- AFI 32-7061, *Environmental Impact Analysis Process* (formerly AFR 19-2)
- AFI 33-111, *Telephone System*, (AFR 700-8, Volume 1)
- AFI 34-201, *Use of Nonappropriated Funds*.
- AFI 34-901, *Laundry and Dry Cleaning Services and Operations* (formerly AFR 148-4)
- AFI 36-2903, *Dress and Personal Appearance of Personnel* (formerly AFR 35-10).

AFI 65-601, Volume 1, *Budget Policies and Procedures* (formerly AFR 172-1, Volume 1)
AFMAN 37-125, *Official Mail and Distribution Management* (formerly AFR 4-50)
AFR 171-200, Volume II D, *The Base Engineer Automated Management System (BEAMS)*.
AFR 172-1, Vol. 1, Chapter 11, *USAF Budget Policies and Procedures*, 15 Dec 86.
AFR 177-101, *General Accounting and Finance Systems at Base Level*.
AFR 177-102, *Commercial Transactions at Base Level*.
AFR 215-5, *Morale, Welfare, and Recreation, Appropriated Fund Support*, 22 Sep 86.

Attachment 4

LIST OF ABBREVIATIONS AND ACRONYMS

AAFES	Army and Air Force Exchange Service
A&E	Architect and Engineer
ACC	Air Combat Command
AETC	Air Education and Training Command
AFMC	Air Force Materiel Command
AFMS	Air Force Manpower Standards
AFO	Accounting and Finance Office
AFSPC	Space Command
AF/SV	Headquarters, United States Air Force Services
AFSVA	Air Force Services Agency
AMC	Air Mobility Command
ANG	Air National Guard
APF	Appropriated Fund
AQC	Acquisition
ASD	Assistant Secretary of Defense
BCE	Base Civil Engineer
BEAMS	Base Engineer Automated Management System
CC	Community Center
C-CS	Communications-computer Systems
CCTV	Closed Circuit Television
CDC	Child Care Development Center
CONT	Contract
CONUS	Continental United States
DoD	Department of Defense
ECCS	Executive Control and Command Supervision
EDP	Electronic Data Processing
ESP	Emergency/Special Project
FM&P	Force Management and Personnel
FY	Fiscal Year
HHG	Household Goods
HRO	Human Resources Office
IAW	In accordance with
IP	Information Processing
ITT	Information, Ticket and Tour
M&R	Maintenance and Repair
MAJCOM	Major Command
MOA	Memorandum of Agreement
MORD	Miscellaneous Obligation Reimbursement Document
MWR	Morale, Welfare and Recreation
NAF	Nonappropriated Fund
NAFFMB	Nonappropriated Fund Financial Management Branch
NAFI	Nonappropriated Fund Instrumentality
O&M	Operation and Maintenance
OCONUS	Outside Continental United States
PACAF	Pacific Air Force
PCS	Permanent Change of Station
RC/CC	Responsibility Center/Cost Center
RFP	Request for Proposal
POL	Petroleum, Oil and Lubricant

POV	Privately Owned Vehicle
R&A	Review and Analysis
R&I	Remote and Isolated Locations
RMF	Resource Management Flight
RMFC	Resource Management Flight Chief
RPIE	Real Property Installed Equipment
SAF/FMP	Deputy Assistant Secretary of the Air Force (Plans, Systems and Analysis)
SAF/FMPB	Assistant for Accounting and Banking
SAF/FMB	Deputy Assistant Secretary of the Air Force (Budget)
SIOH	Supervision, Inspection and Overhead
SM&W	Special Morale and Welfare
SV	Services
TA	Table of Allowance
TDY	Temporary Duty
UMD	Unit Manning Document
USAFE	U. S. Air Force Europe